If you need access to this PASS Process Guide in an alternative format, please contact your School Support Coordinator in the first instance. Thank you

Please note that if you wish to enlarge any screen shots provided you can do so by pressing **Ctrl** on keyboard and scrolling in with the mouse.

Version Table

Revision	Description	Author	Date
1	Authored	S Howorth	15/04/24
2	Updated to 2.3	L Laidlaw	5/6/24

1. Summary

This guide covers the process PASS teams should follow with regard to minuting Programme Assessment Boards. It may be read in conjunction with the Convener's Action Guide

2. Step-By-Step Instructions

1.Introduction

1.1 Purpose

The following document must be followed in preparation of minutes for Programme Assessment Board meetings. The document is intended to:

- Clarify the role of the Clerk with regards to minute taking.
- Identify what aspects of the Assessment Board meeting should be on the minute and which should not.

- The document does not relate to pre-Programme Assessment Boards for which the formal records are the marked-up Board papers and completed pre-Programme Assessment checklist.

1.2 Paperwork to be taken to Meetings

In addition to providing Board members with copies of board papers at the meeting, the clerk to the Board should ensure that the following items are available at Boards:

Copy of the **Academic Regulations** appropriate for the students going through the board (i.e. Undergraduate, Postgraduate)

Agenda for the meeting (having previously been circulated to members on the invitation email)
Minutes of the previous meeting including any convener's actions (which can be found in the appropriate folder in SharePoint see 3.3 below).
A note of who has accepted or declined the meeting to write up in the membership section at the top of the minute.

2. MINUTE TAKING – WHAT TO NOTE AT EACH MEETING

2.1 The Secretary/clerk to the Board is responsible for producing an official minute of the Programme Assessment Board. The minute will contain:

Introduction by Convenor and reminder of remit of the meeting/applicable regulations.
Attendee list (can largely be prepared in advance from invitation responses). This should be written alphabetically by surname except for the convener who should be first in the list.
Confirmation of approval of minute of the previous meeting. If the minute of the meeting are approved subject to amendment, the details of the amendments should be noted. Following the Assessment Board, the minutes should be updated to reflect this.
Any comments made by the Programme External Examiner(s) prior to[1] or during the Assessment Board.
Any programme overview/overall comments given by the programme leader/s under the relevant programme heading.
The rationale for any Compensatory Pass (CP) decisions which are made on an exceptional basis
The rationale for any Extraordinary Attempts (EA) awarded to students.
A note of any actions to be taken and by whom
A note confirming the medal and prizes where these are awarded.
An appendix to any available summary of awarding and progressing students.

2.3 What not to note

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[1] Regulation A10.4 that "If an external examiner is unable to attend a meeting of a Programme Assessment Board, their views must be communicated to the Convenor of the Board prior to the meeting and such views will inform the meeting appropriately. The formal written minute of a Programme Assessment Board must record the views submitted by the approved external examiner and the means by which appropriate account has been given to such views. In the event that an external examiner declines or is unable to submit their views prior to the meeting, this must be recorded in the formal written minute."

Individual student decisions, these with either be annotated on the papers or kept as an addendum to the minute depending on local requirements.
Extenuating circumstances – these will also be noted on the board papers.
CP decisions that are not exceptional

3. PREPARATION OF FORMAL MINUTES

3.1 Timescales and Approval

Within **10 working days following the meeting**, minute must be drafted and sent to the Convenor by the Clerk for approval. These should then be taken along to the subsequent version of this board for final approval.

3.2 Standard Format for Minutes of Module and Programme Boards

The standard format of minutes is attached for reference as Appendix A.

Students should be referred to only by matriculation number in the minute and only where an exceptional decision has been made such as a Compensatory Pass or Extraordinary Attempt for a module.

Staff should be referred to by their role, and not by name. This is good practice with regard to GDPR policy and means that the overall minute will be coherent regardless of staff changes within the university.

3.3 Convener's Actions Taken Following the Boards

Post Programme Assessment Boards, it can be necessary for Convener's action to be taken to amend a decision reached, or to provide an update on a matter which was unresolved or required further action at the time of the Board. The **Convener's Action Guidance Notes** & **Convenor's Action Log** should be followed and a log of these presented at the subsequent equivalent Programme Assessment Board meeting for approval.

4. STORAGE AND RETENTION OF BOARD MINUTES

4.1 Storage of Board Minutes

The main minute of the board should be kept in a SharePoint Folder with access limited to those that require it.

The annotated board papers are a record of the Assessment Board decisions and should be moved post-board, to a limited access folder where they can be kept for reference until such time as they need to be deleted (according to the relevant retention schedule).

4.2 Retention of Minutes

Minutes and annotated board papers from a Programme Assessment Board, should be kept until the current year +6 has elapsed.

5. REFERENCES AND OTHER USEFUL DOCUMENTS

5.1 University Regulations

Current regulations can be found at the following link:

http://staff.napier.ac.uk/services/sas/Regulations/Pages/Regulations.aspx

The Board Paper mark-up process can be found here:

Preparing and Annotating Board Papers

Appendix

Example minute for a Programme Assessment Board:

EDINBURGH NAPIER GENERIC SCHOOL

MSc Business

MSc Important Business

MSc Very Important Business

Programme Assessment Board

**Minutes of the meeting held on DATE
at TIME via Microsoft Teams**

PRESENT: A Person (Convener);

H Being (Programme Leader); C Human (Programme Leader); F Person (External Examiner).

IN ATTENDANCE: J Admin (Clerk); K Admin (Programme Administrator); L Admin (Programme Administrator).

APOLOGIES: R Lateman (External Examiner).

1. CONVENER'S WELCOME

The Convener welcomed those in attendance to the meeting and asked members if the Minutes from the previous Board of Examiners' meeting were an accurate representation of matters discussed.

They also reminded the board that there had been a regulation change which would affect decisions with regard to Compensatory Passes.

2. MINUTES OF PREVIOUS MEETING

The Minutes from the previous Board of Examiners were approved.

3. CONSIDERATION OF RESULTS

MSc Business Suite

It was noted that MSc Business with More Business programme had only one student who is currently on suspended studies.

40000008 – This student was given a compensatory pass for ABC07100 as it was considered that their overall performance was of a good standard and they had met the learning outcomes.

There are a number of students who will be counselled by the Programme Leader and PDT. This will provide a shared understanding of what the student is required to do to progress. The conversation with the student will use various channels have already been set up to engage students in conversations.

Members considered the students' performance and made decisions on progression and award for each student as appropriate. These are detailed in the annotated board papers on SharePoint.

External Comments –

There was no external currently allocated to these programmes.

MSc Important Business

40000009 & 40000010 – The Programme Leader will discuss the option of compensating modules with these two students as they still have an outstanding attempt.

Members considered the students' performance and made decisions on progression and award for each student as appropriate. These are detailed in the annotated board papers on SharePoint.

External Comments – Everything was considered to be 100% brilliant

MSc Very Important Business

There were no students to be discussed at this Board as all students on the programme have passed their modules.

The convener thanked members for their attendance and comments.

Members considered the students' performance and made decisions on progression and award for each student as appropriate. These are detailed in the annotated board papers on SharePoint.

External Comments – Everything was considered to be satisfactory, but there was one issue with student marks being below the expected standard. It was suggested that something could be implemented to help with this.

DECISION

To process all awards and decisions as agreed

4. DATE OF NEXT MEETING

The next meeting will be FUTURE DATE.

3. Additional Information